



Announcement of Darunsikkhalai School for Innovative Learning

No. 022/2564

Guideline for Consumables Request

In order to efficiently manage and control the consumables inventory, prepared only to be used for the school's activities and for timely count, the school thus issued the guideline for consumables request as detailed in the attachment.

For your information. Effective from the issued date onwards.

Announced on 1 July 2021

A handwritten signature in black ink, appearing to read "P. Israsena Na Ayudhya".

(Paron Israsena Na Ayudhya)

President

Guideline for Consumables Request

DSIL

Categories of Consumables

Group 1 : Office supplies such as pens, pencils, erasers, rulers, etc.

Group 2 : Cleaning supplies such as laundry detergent, dishwashing liquid, cleaning liquid, etc.

Group 3 : Edible items such as drinking water, student's milk, etc.

Group 4 : Other items such as dry battery, etc.

Guideline for Request

1. The employee who wishes to request consumables must select the desired item(s) with the specific amount via **DSIL: e-Materials system** on **DSIL Portal**.

2. The request will be automatically sent to the immediate supervisor for approval.

3. When the request is readily approved, the admin staff will prepare the item(s) and the employee will receive a notice of approval via Line.

4. The employee can make a request everyday with 1 day prior to the day of receiving the item(s).

5. Before receiving the item(s), the employee must ensure that the item(s) is/are correct as requested and then sign up for receipt.

6. The item(s) can be received from Back Office (Admin) during the following office hours:

Monday / Wednesday / Friday

- Morning : from 09.00 – 11.00 a.m.

- Afternoon : from 02.00 – 04.00 p.m.

Back Office

1 July 2021